

Sangamon County Highway Department

BRIAN R. DAVIS, P.E.
County Engineer



3003 Terminal Avenue
Springfield, Illinois 62707

Solicitation of Letter of Interest – LOI 19-01
Sangamon County Transportation Center
Adams Street and Ninth Street
Springfield, Illinois

Background

Sangamon County, the Sangamon Mass Transit District (SMTD) and the City of Springfield have long envisioned a transportation center along the combined 10th Street rail corridor that would combine a bus transfer facility with the passenger train station. This facility would include the Amtrak station, a transfer station for both the local transit authority (SMTD) and for intercity busses, and an airport shuttle service. This would improve access to reliable, safe and affordable transportation by allowing seamless interchange between multiple modes. In order to identify and resolve any outstanding issues related to the facility and to define its cost, more detailed planning of the facility needs occur. Additionally, once the planning phase is completed, Sangamon County would desire to have a firm that could then engineer the resulting structures, including the transit center, parking garage and associated rail work to be coordinated with the Federal Railroad Administration and impacted rail companies.

A Transportation center consisting of a designated off-street transfer center, Amtrak station, airport shuttle, intercity passenger bus terminal and adjacent parking garage provides the community with an opportunity to allow passenger interchange with multiple modes of transportation, expanding ridership opportunities, and improving services for riders. A Transportation center also will generate demand for adjacent commercial and community services development in the vicinity.

Submission

Interested firms must submit three (3) copies of their proposal no later than **4:00 p.m.**, prevailing time, **Wednesday, May 29, 2019**. Proposals submitted after this time will not be considered. Sangamon County shall not be held responsible for timeliness of mail or messenger delivery.

Submittals should be addressed to:

Brian R. Davis, County Engineer
3003 Terminal Avenue
Springfield, IL 62707

Envelopes and packages containing submittals made by mail or messenger shall be marked: **“ATTN: LOI 19-01”**.

Limited copies of this solicitation may be obtained from Sangamon County, 3003 Terminal Avenue, Springfield, IL 62707, on or after May 10, 2019, by contacting Mr. Brian R. Davis. Interested firms or individuals may also download the solicitation from the Sangamon County website (<https://co.sangamon.il.us/departments/d-l/highway-department>).

Sangamon County reserves the right to reject any submission for failure to adhere to these requirements, and to waive irregularities therein. All submitting firms grant to Sangamon County a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose. All submissions will become the sole property of Sangamon County.

Additional consulting firms as subconsultants, subcontractors, and joint ventures are permitted for the purposes of this proposal.

Interpretations and Addenda

All questions, requests for interpretations and comments must be submitted in writing to Sangamon County and to the attention of Brian R. Davis, at the above address. Faxes are acceptable (217) 753-7999 for the purpose of requesting interpretations and comments. Responses, interpretations or clarifications to questions or comments received from prospective consultants will be posted on the website. Only written clarifications from Sangamon County will be binding; oral and other interpretations or clarifications will be without legal effect.

Please check the Sangamon County website at <https://co.sangamon.il.us/departments/d-l/highway-department> during the LOI response period for any addenda to the LOI and for questions and answers.

Anticipated Consultant Selection Schedule

| Anticipated Sequence | Date |
|-------------------------------|-----------------------|
| Proposal Distribution | May 10, 2019 |
| End of Interpretation Period | May 20, 2019 |
| Proposal Due Date | May 29, 2019 |
| Possible Interviews | June 4-6, 2019 |
| Anticipated Notice to Proceed | June 12, 2019 |

Preparation Costs

All costs incurred for proposal preparation, presentation or contract negotiations are the responsibility of the consulting firm. Sangamon County is not responsible for the cost of any information solicited or received.

Prime Consultant Responsibilities

The consultant selected will be required to assume responsibility for all services offered in the proposal, regardless of who provides them. The selected consultant shall be the sole point of contact regarding contractual matters.

Sangamon County expects that this project will be conducted primarily by the consultant, with help from County staff as needed and agreed upon between Sangamon County and the consultant in the final scope of work.

Any agreement resulting from this solicitation includes financial assistance from the Illinois Statewide Planning and Research Funds (SPRF).

Funding Availability and Project Phases

SPRF funds are currently available and Sangamon County is actively pursuing additional state and federal funds for the engineering of the proposed transportation center in addition to the planning work also mentioned in the solicitation.

Limitations on Agreement and Other Requirements

The consultant will be required to comply with all applicable local, state and federal laws and regulations. This includes, but is not limited to, compliance with regulations relative to nondiscrimination in federally assisted programs, Equal Employment Opportunity laws and regulations, and the Drug Free Workplace Act (24 CFR Part 21). This includes: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d – Nondiscrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1; prohibitions against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the requirements of 24 CFR 5.105(a) regarding equal opportunity as well as the requirements of Executive Order 11246 (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR Chapter 60; Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women’s Business Enterprise). The selected consultant will be required to provide all necessary local and federal certificates of compliance prior to final award.

Proposal Mistakes or Withdrawal

A consultant who seeks to rescind their proposal or correct an error in the proposal may do so no later than two business days after proposal submission: C.O.B. May 31, 2019.

After the proposals are opened, they may not be withdrawn for ninety (90) calendar days. However, prior to the date and time set for the proposal opening, proposals may be withdrawn by the consultant’s authorized representative if such request is made in writing (not including facsimile, telegram, email or other form of electronic communication). The written notification is to be an original document, on the consultant’s firm letterhead, and signed by the authorized representative.

Scope of Work

a. Project Goal and Overview

Sangamon County seeks assistance in the preparation of a planning study for a proposed transportation center and the surrounding area. In doing so, Sangamon County expects that the study will take into account not only the area of focus, but also the immediate rail corridor and surrounding neighborhood.

b. Project Scope

The successful proposer is expected to carry out the following general tasks. *We note these as general tasks as Sangamon County desires to not provide proposers with specifics as to how these tasks might be approached, but to leave this to the creativity and expertise of those proposing consultant.* The consultant’s proposed approach to carrying out these tasks and experience with similar projects, will be a critical element in consultant selection. An extensive public engagement program will be expected to aid in answering some fundamental questions such as those highlighted in the below scope of work.

- 1) Public Engagement Program. We anticipate that this may include:
 - a. Stakeholder group formation and meetings.
 - b. Surveys and interviews of transit riders, Amtrak patrons, pedestrians and bicyclists.

- c. Public meetings to help shape the planned transit center and also develop a land use plan for the surrounding neighborhood.
 - d. Summary of the public engagement activities into a report giving an analysis and supporting a conclusion of the process.
- 2) Neighborhood Land Use Development Plan. We anticipate that this may include:
- a. Analysis of the number of persons moving through the proposed transportation center.
 - b. Plan of transit based development that could be supported by the proposed transportation center (i.e. residential, commercial, public meeting space or even institutional facilities).
 - c. Reviewing existing occupants of the neighborhood such as the BOS Center, Sangamon County Building, City of Springfield Municipal Center and Sangamon County Jail.
 - d. Focus on opportunities for job creating based development would be encouraged.
- 3) Transportation Center Planning and Access Plan. We anticipate that this may include:
- a. Analysis of feeds for the transportation center such as office space, transfer center, Amtrak station, and parking as well as the location of each of these needs within the planned facility and access to the facility.
 - b. Analysis of traffic patterns on the streets immediately surrounding the proposed Transportation Center.
 - c. Discussions with the Federal Railroad Administration and the proposed rail users (Norfolk Southern and Union Pacific) regarding track needs and spacing in the immediate area.

Letter of Interest Content. The Letter of Interest shall contain the following:

- a. **Cover Letter**. Each Letter of Interest submission should be accompanied by a cover letter including:
 - i. The consultant's name and address.
 - ii. A clearly identified point-of-contact for the consultant, including their name, title, telephone number, and email address.
 - iii. A statement that the Letter of Interest is in response to this solicitation.
- b. **Work Plan**. The proposal shall include a detailed work plan that indicates the consultant's understanding of the project and the proposed scope of services. This shall include, but is not limited to, the following:
 - i. Description of tasks, activities and/or procedures, and the approach to be undertaken by the consultant for each.
 - ii. A description of any deliverables to be provided as an outcome of each task.
 - iii. Data updates or information that would be required to be provided by Sangamon County for each task.
 - iv. Any issues or problems expected to be encountered and an approach to resolving them.
 - v. Schedule for consultation with or progress reports to Sangamon County throughout the project.
- c. **Schedule of Project Activities**. The consultant shall provide a schedule for the work tasks and deliverables. Sangamon County desires that the project be completed within 12 months of project initiation. Should the consultant wish to suggest a different time-frame, this may be considered if it is judged to be reasonably consistent with the proposer's approach and fund availability.
- d. **Preliminary Budget**. Budget information should be provided in a line-item format that includes direct labor (itemized by hourly direct salaries and estimated hours), overhead (as a percent of direct salaries), and other direct costs (including travel, lodging, meals, sub-contracting, printing, etc.). Please provide a summary tabulation as well as estimated costs per task or activity. Please note Sangamon County has received SPRF funds in the amount of \$400,000 with a local match of \$100,000 to complete this project.

- e. **Proposed Deliverables.** The consultant should provide a list of deliverables intended to be produced. Specific note should be made concerning deliverables related to the results of public outreach and engagement activities as well as the neighborhood development study. While the nature and number of deliverables is dependent upon the approach to be taken by the proposer, these might include:
- i. Activity reports or minutes from focus group meetings.
 - ii. Public engagement summary report.
 - iii. Analysis and conclusions report.
 - iv. Site plan for the proposed transportation center.
 - v. Area land use development plan.
- f. **Statement of Consultant Qualifications.** The consultant selected is expected to: have recently (within the last 3 years) been engaged in a similar assignment; have specific personnel experienced in similar projects assigned to the project; and have the ability to work well with local governments and the general public. The following consultant information shall be included in the proposal:
1. The principal in charge and project manager for this project with current contact information.
 2. Any additional consulting firms/individuals to be involved in this project and the work they will perform as well as the percentage of the entire project for which they will be responsible.
 3. A list of and a detailed resume for each professional or technical person assigned to the project (including personnel of additional consulting firms) which includes experience or expertise that qualifies the person for this project.
 4. An organizational chart identifying members of the project team assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members.
 5. A summary of final reports or work products from similar projects prepared by the personnel assigned to this project. Include contact information for the principal user for these projects.
 6. At least three references with contact information regarding recent relevant work. The consultant should specify its role in each of these projects.

Submission Format. The proposal shall be stapled or bound with no loose pages. ***Faxed and electronic submittals will not be accepted.*** Proposals should provide a straightforward, concise description of the proposed work to be done and the consultant's ability to meet the requirements of this solicitation. Economy of words and paper will be appreciated. This proposal is not a public relations document. All information provided shall relate directly to this project.

An officer of the offering firm, or a designated agent empowered to bind the firm in a contract, shall sign the cover letter and any clarifications to that proposal.

We remind proposers that the length of a proposal or the graphics it includes are not as important in consultant selection for this engagement as the suggested *approach, creativity and expertise* the proposer can bring to this project.

Proposal Review and Consultant Selection

General: No late proposals will be considered.

Firms may be requested to provide additional information or clarifications.

Sangamon County reserves the right to reject any and all proposals.

a. **Review & Selection Criteria.** A selection committee will be established by Sangamon County and will be selected by the Sangamon County Board Chairman and include the Sangamon County Engineer for the purpose of proposal review and evaluation. The selection committee will evaluate all complete proposals submitted pursuant to this solicitation. The review and selection is for a professional service and will not be reviewed on a cost basis to the extent that proposers submit within the guidance provided concerning the "Preliminary Budget", as noted above. The following criteria will be used in evaluating proposals:

- i. The consultant's demonstrated understanding of the project's purpose and intended outcomes;
- ii. The consultant's proposed work plan – *approach* – and the degree to which it meets the requirements of this solicitation;
- iii. The qualifications of the firm and *expertise* of the personnel assigned to this project; and
- iv. Experience with similar projects and the *creativity* of the consultant as demonstrated through them.

Knowledge of the area under study would be beneficial but is not required.

Sangamon County reserves the right to accept any proposal or any part or parts thereof, or to reject any and all proposals. All proposers must agree that any rejection shall be without liability on the part of Sangamon County and the Illinois Department of Transportation for any penalty brought by the proposer because of such rejections, nor shall the proposer seek any recourse of any kind against Sangamon County or the Illinois Department of Transportation because of such rejections, and that the filing of any proposal in response to this solicitation shall constitute an agreement of the proposer to these conditions.

Sangamon County also reserves the right to obtain clarification of any point in a consultant's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a consultant to respond to such a request for additional information or clarification may result in rejection of the consultant's proposal.

b. **Consultant Interviews.** Sangamon County reserves the right to invite one or more consultants to appear for an interview with the selection committee if it appears that would be beneficial to consultant selection. However, the proposal may be the sole basis for the selection. If interviews involving travel are required, Sangamon County is under no obligation to reimburse a consultant or consultants for these costs.

c. **Contract Award.** Taking into account the recommendations and advice of the selection committee, the Sangamon County Engineer shall select a consultant and forward that recommendation for contract negotiation and funding. Sangamon County has the right to accept or reject any and all proposals for any reason deemed appropriate.

d. **Proposal Obligations.** The contents of the proposal and any clarifications to the contents submitted by the successful applicant shall become part of the contractual obligation and shall be incorporated by reference into the contract.

Term of Agreement. The term of any agreement will be negotiated. The successful consultant will be expected to commence the provision of services immediately upon full execution of the agreement.